

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E0617 Training Project Management*

### Course Dates:

April 14-17, 2014

### Travel Dates:

Travel days are:

Sunday, April 13 and Friday, April 18, 2014

### Course Length:

This course is 4 days in length. Class times generally run from 8:00 a.m. – 4:30 p.m. each day.

### Location:

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### Course Description:

Key topics for this course support the management of development and acquisition projects for training programs, including course development, development and acquisition of supporting technology, and other projects. Emphasis is placed on the use of project management knowledge, skills, and materials to successfully complete a project in an efficient manner.

### Master Trainer Program:

More information on the Master Trainer Program – Training Management Certificate can be found on <http://training.fema.gov/EMIWeb/MTP/managementCertificate.asp>

### Prerequisite:

Completion of the Master Trainer Program Instructor Certificate or Instructional Design Certificate **OR** 5-6 years experience as an instructor or curriculum developer.

- E0616

### Target Audience:

The primary audience for this course is composed of individuals assigned to training management duties or positions.

### To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application with a student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office, Room I-216  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035  
Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to apply online:



<http://training.fema.gov/Apply/>

### Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

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Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

#### **Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

#### **How do I obtain my FEMA SID number?**

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

#### **What do I do with this new SID number I have been assigned?**

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

#### **EMI Point of Contact:**

For additional information contact course manager, Mark Magers at (301) 447-1038, or email [mark.magers@fema.dhs.gov](mailto:mark.magers@fema.dhs.gov)

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